

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE J		PAGE OF PAGES 1 20	
2. AMENDMENT/MODIFICATION NO. 0003		3. EFFECTIVE DATE 21-Jul-2016		4. REQUISITION/PURCHASE REQ. NO. N0016116RC16538		5. PROJECT NO.(If applicable)	
6. ISSUED BY CODE NAVSUP FLC NORFOLK CONTRACTING NORFOLK OFFICE ATTN: W. POWELL 1968 GILBERT ST, SUITE 600 NORFOLK VA 23511-3392		N00189		7. ADMINISTERED BY (If other than item 6) CODE See Item 6			
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				X		9A. AMENDMENT OF SOLICITATION NO. N00189-16-T-0286	
				X		9B. DATED (SEE ITEM 11) 21-Jul-2016	
						10A. MOD. OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended. <p>Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:</p> <p>(a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.</p>							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) The purpose of this solicitation amendment is to change the solicitation issue date, the solicitation close date, change the period of performance, and revise the Instruction to Quoters.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				TEL: _____ EMAIL: _____			
15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED 21-Jul-2016	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The required response date/time has changed from 12-May-2016 06:00 PM to 27-Jul-2016 11:00 AM.

The solicitation issue date has changed from 03-May-2016 to 21-Jul-2016.

The Issued By organization has changed from

NAVSUP FLC NORFOLK CONTRACTING

NORFOLK OFFICE

ATTN: B. NEUMANN

1968 GILBERT ST, SUITE 600

NORFOLK VA 23511-3992

to

NAVAL SUPPORT ACTIVITY PHILADELPHIA

700 ROBBINS AVE, BLDG 1, RM 1207

PHILADELPHIA PA 19111

The 'issued by' organization has changed from

NAVSUP FLC NORFOLK CONTRACTING

NORFOLK OFFICE

ATTN: B. NEUMANN

1968 GILBERT ST, SUITE 600

NORFOLK VA 23511-3992

to

NAVSUP FLC NORFOLK CONTRACTING

NORFOLK OFFICE

ATTN: W. POWELL

1968 GILBERT ST, SUITE 600

NORFOLK VA 23511-3392

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item for CLIN 0001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 27-JUN-2016 TO 31-DEC-2016	N/A	USNA INFO TECH SERVICES DEPT BILL PECK 290 BUCHANAN ROAD ANNAPOLIS MD 21402-5045 410-293-1475 FOB: Destination	N00161

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
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POP 01-AUG-2016 TO 31-DEC-2016 N/A

USNA INFO TECH SERVICES DEPT
BILL PECK
290 BUCHANAN ROAD
ANNAPOLIS MD 21402-5045
410-293-1475
FOB: Destination

N00161

The following have been modified:

INSTRUCTIONS TO OFFERORS

INSTRUCTIONS TO OFFERORS

I. GENERAL

The proposal package shall consist of:

VOLUME I:

Factor I Technical

VOLUME II:

Factor II Past Performance

Factor III Price

IMPORTANT NOTES:

- (1) In order to ensure that all questions submitted by potential offerors are answered prior to the solicitation closing date, one consolidated list of questions concerning the solicitation should be submitted via e-mail to the contracting point of contact, William S. Powell at william.s.powell@navy.mil **no later than 11:00 AM, Eastern Standard Time (EST), on 25 July 2016**. The Government reserves the right not to respond to any questions received concerning this solicitation after the questions receipt date above. Accordingly, vendors are encouraged to carefully review all solicitation requirements and submit questions to the Government early in the solicitation timeframe.
- (2) Proposals are due by the date and time shown in Block 8 of the RFQ; and are to be submitted via one of the following methods:

If sent Other than United States Postal Service:

NAVSUP Fleet Logistics Center Norfolk
Mail and Material Processing Center Code 245.3
Attn: William S. Powell, Code 245.4
9550 Decatur Avenue
Norfolk, VA 23511-3328

If sent using United States Postal Services:

NAVSUP Fleet Logistics Center Norfolk
Contracting Department
Attn: William S. Powell, Code 245.4
1968 Gilbert Street, Suite 600
Norfolk, VA 23511-3392

If using E-mail:
william.s.powell@navy.mil

II. PROPOSAL CONTENT

The selection of a vendor for award will be based on two PHASES. The evaluation factors are listed below.

PHASE I:

Factor I – Technical

Contractor and its personnel must meet the minimum qualifications listed below.

Minimum qualifications:

As referenced in paragraph 9.0 of the PWS;

- The Contractor must be a certified SAP BusinessObjects Partner with a proven track record of success, specifically in migrating from BusinessObjects XI 3.1 to BI Suite 4.x. Additional desirable certifications include SAP BusinessObjects Solutions Provider Partner and/or Silver, Gold, or Platinum Partner.
- Contractor personnel must be certified technicians with at least five (5) years of demonstrated experience as subject matter expert in Administration, Universe Design, and Report Development. Desired certifications at a minimum are Business Intelligence Suite 4.x, Web Intelligence 4.x, and Crystal Reports 2013.

Offerors whose technical capability are rated “Marginal or Unacceptable” will be rejected and removed from further competition without additional consideration of their past performance and price.

PHASE II:

Factor II - Past Performance:

The offeror shall demonstrate relevant past performance or affirmatively state that it possesses no relevant past performance. Relevant past performance is performance under contracts or efforts within the past five years prior to the solicitation closing date that is the same as or similar to, the scope and magnitude of the work described by this solicitation.

To demonstrate its past performance, the offeror shall identify up to a maximum of three (3) of its most relevant contracts or efforts within the past five (5) years, and provide any other information the offeror considers relevant to the requirements of the solicitation. Offerors should provide a detailed explanation demonstrating the relevance of the contracts or efforts to the requirements of the solicitation. If subcontractor past performance is provided as part of the three (3) of its most relevant contracts or efforts, the subcontractor past performance will be given weight relative to the scope and magnitude of the aspects of the work under the solicitation that the subcontractor is proposed to perform. Therefore, the offeror's past performance submittal shall detail clearly the aspects of the work in the solicitation that the subcontractor is proposed to perform.

The offeror should complete a “Past Performance Information Form” for each reference submitted. The form is provided as an Attachment to the solicitation.

In addition to the information requested above, offerors shall contact their past performance references and request that each reference complete the attached “Past Performance Report Form” (Attachment to the Solicitation) and e-mail the completed survey form directly to William S. Powell at william.s.powell@navy.mil by the DUE DATE OF THIS SOLICITATION. The Government reserves the right to consider past performance report forms received after the due date of the solicitation and to contact references for verification or additional information.

Factor III – Price

This submittal shall include completed solicitation documents and additional supporting documentation described below.

- A complete and signed Standard Form (SF) 1449, "Solicitation/Contract/Order for Commercial Items" and executed copy of Amendments, if applicable.
- RFQ Section "Schedule of Supplies/Services" completed by the offeror
- Unless completed in ORCA, "Representations, Certifications and Other Statements of Offerors" completed by the offeror.

All price and price supporting information shall be contained in the price submittal. No price or pricing information shall be included in any other submittal including cover letters. Vendors are responsible for submitting sufficient information to enable the Government to fully evaluate their price submittal.

EVALUATION

The Government intends to award a Firm Fixed Priced (FFP) type contract to the responsible vendor whose quote represents the best value after evaluation in accordance with the factors in the solicitation.

The Government intends to award solely on the information contained in the quote and is not obligated to seek completion or clarification of individual resumes and past company performance information. The Government intends to award without discussions.

The selection of a vendor for award will be based on two PHASES, as follows:

PHASE I

- (1) Factor I – Technical

PHASE II

- (2) Factor II – Past Performance
(3) Factor III - Price

Quotes will be reviewed in the order identified above. Any quotes identified as "Marginal or Unacceptable" during PHASE I will not continue for review in PHASE II and, subsequently, will no longer be considered for award. During PHASE II, the evaluation of quotes will consider the vendor's past performance to be more important than technical, technical to be more important than price, and technical and past performance, when considered together, to be significantly more important than price.

The following factors shall be used to evaluate quotes:

PHASE I:

Factor I – Technical

The purpose of the technical factor is to assess the offeror's proposed approach and individual resumes to satisfy the Government's requirements. The evaluation of risk is related to the assessment of the offeror's proposed technical submittal. Risk, as it pertains to source selection, is the potential for unsuccessful contract performance. The consideration of risk assesses the degree to which a offeror's proposed approach to achieving the technical factor involves risk of disruption of schedule, increased cost or degradation of performance, the need for increased Government oversight, and the likelihood of unsuccessful contract performance. Risk will be considered in the evaluation of the proposed solution.

For the Technical factor, the rating table identified in Table 1 below will be utilized for the assignment of ratings. The technical evaluations will be based on each offeror's response to the minimum qualification requirements of "Instructions to Offerors" and the contents of the Performance Work Statement (PWS).

A combined Technical/Risk Rating will be utilized in the evaluation of the proposed solution. The combined technical/risk rating includes consideration of risk in conjunction with the strengths, weaknesses, and deficiencies in determining technical ratings. Combined technical/risk evaluations will utilize the combined technical/risk ratings listed in the below ratings tables.

****Note:** Offerors receiving a rating of “Marginal or Unacceptable” in this factor will be rejected and removed from further competition without additional consideration of their past performance.

PHASE II

Factor II - Past Performance

Past performance will be evaluated based on relevancy and confidence.

For the Past Performance factor, the ratings identified in Tables 2 and 3 below, entitled “Past Performance Relevancy Ratings Table” and “Past Performance Confidence Assessment Ratings Table,” respectively will be used for the assignment of ratings for relevancy and confidence assessment. Relevancy includes similarity in scope and magnitude. Offeror's past performance information will be evaluated to determine the quality and usefulness as it applies to performance confidence assessment.

Past Performance will be assessed as follows:

Evaluation will focus only on work experience already performed. Work yet-to-be performed, and work prior to the last 5 years, will not be considered.

Past Performance Relevancy Ratings – Regarding relevancy, each past performance reference under each offeror's Past Performance submission will be evaluated to determine its individual scope and magnitude relative to the instant requirement. The following definitions will apply to this evaluation:

- Scope: Experience in the areas defined in the Performance Work Statement (PWS).
- Magnitude: The measure of the similarity of the dollar value of actually performed work that exists between the PWS and the offeror's references.

Offerors lacking relevant past performance history will not be evaluated favorably or unfavorably on past performance. However, the past performance submittal of an offeror with no relevant past performance history, while not rated favorably or unfavorably for past performance, may not represent the most advantageous offeror to the Government. In this instance, the offeror will receive a rating of “Not Relevant” in the relevancy rating factor.

Past Performance Confidence Assessment Ratings – The overall assigned rating for Past Performance will be the Past Performance Confidence Assessment rating. The assignment of this rating will be based on the quality of the relevant past performance and will consider the currency and relevance of the information, source of the information, context of the data, and general trends in contractor's performance. The quality of performance under a past performance reference that has no relevance to the instant requirement will not be considered in the overall assessment of Past Performance Confidence. In the case of an offeror without a record of relevant past performance or for whom information on past performance is not available, the offeror may not be evaluated favorably or unfavorably on past performance rather the offeror will receive an “Unknown Confidence” rating.

In order to verify past performance information and determine the quality of the past performance submission, the Government may contact some or all of the references provided, as appropriate, and may collect information through questionnaires (i.e. the Past Performance Report Form), telephone interviews and existing data sources to include but not limited to Contractor Performance Assessment Reporting (CPARS). The Government reserves the right to obtain information for use in the evaluation of past performance from any and all sources including sources outside of the Government. This past performance information will be used for the evaluation of past performance.

This evaluation and rating is separate and distinct from the Contracting Officer's responsibility determination. The assessment of the offeror's past performance will be used as a means of evaluating the relative capability of the offeror and other competitors to successfully meet the requirements of the RFQ. In determining the rating for the past performance evaluation sub-factor, the Government will give greater consideration to the contracts which the Government feels are most relevant to the RFQ.

Factor III - Price

The vendor's proposed price will be evaluated in accordance with FAR 13.106-3(a).

Vendors responding to this solicitation are advised that, prior to award, the government may request vendors to submit information/data to support price reasonableness such as copies of paid invoices for the same or similar items, sales history for the same or similar items, price list with effective date and/or copies of catalog pages along with any applicable discounts. Failure to submit the requested information may result in disqualification of the submitted quote.

Options, to include FAR 52.217-8, will be evaluated pursuant to solicitation provision FAR 52.217-5, Evaluation of Options. The Government will evaluate quotes for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that a quote is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

Although price is the not the most important evaluation factor, it has the potential to become more significant during the evaluation process. The degree of importance of price will increase with the degree of equality of the quotes in relation to the other factors on which selection is to be based. The importance of price will also increase when a vendor's price is so significantly high as to diminish the value to the Government that might be gained under the other aspects of the offer. If, at any stage of the evaluation, all offerors are determined to have submitted equal, or virtually equal, quotes, price could become the factor in determining which offerors shall receive the award.

Rating Tables

The following adjectival ratings shall be used in the evaluation of the proposed solution.

Technical Rating Table

These ratings will be used in the evaluation of the proposed solution.

TABLE 1

Rating	Description
Outstanding	Quote meets requirements and indicates an exceptional approach and understanding of the requirements. Strengths far outweigh any weaknesses. Risk of unsuccessful performance is very low.
Good	Quote meets requirements and indicates a thorough approach and understanding of the requirements. Quote contains strengths which outweigh any weaknesses. Risk of unsuccessful performance is low.
Acceptable	Quote meets requirements and indicates an adequate approach and understanding of the requirements. Strengths and weaknesses are offsetting or will have little or no impact on contract performance. Risk of unsuccessful performance is no worse than moderate.
Marginal*	Quote does not clearly meet requirements and has not demonstrated an adequate approach and understanding of the requirements. The quote has one or more weaknesses which are not offset by strengths. Risk of unsuccessful performance is high.

Unacceptable**	Quote does not meet requirements and contains one or more deficiencies. Quote is un-awardable
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DEFINITIONS:

Strength - An aspect of a offeror's quote that has merit or exceeds specified performance or capability requirements in a way that will be advantageous to the Government during contract performance.

Weakness - A flaw in the quote that increases the risk of unsuccessful contract performance.

Significant Weakness - A flaw that appreciably increases the risk of unsuccessful contract performance.

Deficiency - A material failure of a quote to meet a Government requirement or a combination of significant weaknesses in a quote that increases the risk of unsuccessful contract performance to an unacceptable level.

Risk – (as it pertains to source selection) The potential for unsuccessful contract performance. The consideration of risk assesses the degree to which a offeror's proposed approach to achieving the technical factor or its sub-factors may involve risk of disruption of schedule, increased cost or degradation of performance, the need for increased Government oversight, and the likelihood of unsuccessful contract performance.

Past Performance Relevancy Ratings**TABLE 2**

Rating	Description
Very Relevant	Present/past performance effort involved essentially the same scope and magnitude of effort and complexities this solicitation requires.
Relevant	Present/past performance effort involved similar scope and magnitude of effort and complexities this solicitation requires.
Not Relevant	Present/past performance effort involved little or none of the scope and magnitude of effort and complexities this solicitation requires.

Past Performance Confidence Assessment Ratings**TABLE 3**

Rating	Description
Substantial Confidence	Based on the offeror's recent/relevant performance record, the Government has a high expectation that the offeror will successfully perform the required effort.
Satisfactory Confidence	Based on the offeror's recent/relevant performance record, the Government has a reasonable expectation that the offeror will successfully perform the required effort.
Limited Confidence	Based on the offeror's recent/relevant performance record, the Government has a low expectation that the offeror will successfully perform the required effort.
No Confidence	Based on the offeror's recent/relevant performance record, the Government has no expectation that the offeror will be able to successfully perform the required effort.
Unknown Confidence (Neutral)	No recent/relevant performance record is available or the offeror's performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned.

Source Selection Decision

The Government intends to evaluate quotes and award a contract using the simplified acquisition procedures of FAR Subpart 13.1. The Government shall select the vendor whose quote represents the best value to the Government, considering price and other factors when compared to other vendors. The Government also reserves the right to not award a contract or order if the award is not in the best interest of the Government.

(End of Text)

PERFORMANCE WORK STATEMENT

Performance Work Statement Business Intelligence (BI) Suite Implementation Assistance United States Naval Academy Information Technology Services Division

1.0 Introduction

The United States Naval Academy's (USNA's) Information Technology Services Division (ITSD) has provided Ad Hoc, dynamic, and static reporting solutions for our Enterprise Resource Planning (ERP) system users for more than 15 years using the SAP BusinessObjects platform.

In an effort to modernize the toolset that we offer our users for these purposes, we have purchased licenses for the latest version of the SAP Business Intelligence Suite (BI 4.x), and we require assistance for the planning and execution of the following primary tasks:

1. Assessment and planning of the overall effort.
2. Installation and configuration of the most recent stable version of BusinessObjects BI Suite 4.x on Production and Development/Test servers (2 servers).
3. Configuration of the Production and Development/Test BusinessObjects Platform, Web Intelligence, Crystal Reports for Enterprise, and Design Studio
4. Migration of the current Production and Development/Test BusinessObjects XI 3.1 platform, users, and documents to BI Suite 4.x.
5. Assessment of the BusinessObjects environment to recommend best practices in terms of universe design, administration, data restrictions, and use of installed tools.
6. Basic training on topics found in the following courses: Web Intelligence Delta (WNAW41) or Web Intelligence Report Design I (BOW310) and BusinessObjects Administration and Security (BOE310, BOE320).

2.0 Background

USNA is currently running BusinessObjects XI 3.1 SP6 on Windows Server 2008 (one Production server and one Development/Test server), using Active Directory Authentication and SSL using DoD certificates. We will provide further information on the physical infrastructure for this system prior to commencement of work on this contract.

BusinessObjects 4.0 was introduced to USNA in 1997 with five licenses. WebIntelligence 2.0 was added in 1999, then upgraded to v. 5.0 in 2000 and 6.1 in 2004 and eventually to version 6.5. XI 3.1 was introduced in 2010 (concurrently with 6.5), and BusinessObjects 6.5 was retired by USNA in October 2015. For BI 4.x, we have purchased five named user licenses and 30 concurrent user licenses.

The primary data sources are the ERP systems (track Midshipmen, Admissions, and Naval Academy Preparatory School information) and Remedy (a help desk ticketing system). Another universe is planned for this year for

Cascade Server web content management system information. In addition, there is an Auditing universe in both production and development.

There are approximately 140 ad-hoc users and 250 routine users of public documents, as well as the entire brigade (4,400 Midshipmen) who use public documents on an infrequent basis. Public documents are accessed through BusinessObjects OpenDocument function using a common user account. There are 16 universes.

There are 262 public documents and 1,150 personal documents, and approximately 150 Inbox documents. Growth rate for personal documents and Inbox documents is approximately 5% per month.

Current Windows server specifications are:

Prod: HP C-Class, four 2.3 GHz AMD processors, 32 GB RAM, 32-bit OS, 480 GB XIV storage

Test: HP C-Class, two 2.3 GHz AMD processors, 16 GB RAM, 32-bit OS, 288 GB XIV storage

The new target environment is Gen8 machines: HP Proliant BL465c Gen8 2 AMD Opteron Processor 6380 (16 cores). This machine is rated at 27,650 SAPS. Our requirement is for 31,000 SAPS but that is based on a high estimate of users and using Crystal Reports which we don't use currently. These servers will be brought online by USNA prior to the work on this PWS commencing.

The USNA Business Intelligence team is comprised of three staff who share the duties of administration, universe design, and report development. They will be available for up to 100% of their work day as needed, but they will also need to attend to day-to-day duties as priorities dictate.

To successfully implement this software suite, USNA will need support and consultation services for the assessment, planning, installation, configuration, migration, and documentation of the system, as well as recommendations of best practices to fully leverage the capabilities of BI Suite 4.x.

3.0 Project Breakdown and Objective

The objective of this effort is to obtain a professional contractor support team with the necessary technical expertise who will utilize a two phase approach to successfully complete the required installation, configuration, migration, and documentation of the system, as well as recommend best practices to fully leverage the capabilities of BI Suite 4.x.

Phase I is assessment and planning, immediately followed by Phase II, which is project execution and training, per the government agreed upon project plan developed by the contractor in Phase I.

The migration to the new environment should have as little impact as possible to both users and the development team other than the change in user interface and program features. Specifically, there shouldn't be any significant manual updates by users required to make their reports work, and the universe environment should essentially work "as is" with the barest of modifications needed.

4.0 Specific Tasks

The contractor shall provide professional staff with the necessary technical expertise to perform the following representative tasks:

4.1 Phase I: Assessment and Planning

1. The contractor shall evaluate and assess the server environment for both the current XI 3.1 installation and the BI Suite 4.x software, with particular focus on the sizing parameters of the BI Suite 4.x environment, as well as the likely performance of the new environment while also considering potential growth over two years.
2. The contractor shall review and assess current BusinessObjects security, rights and access levels configuration, including the “canned” reports accessible via the BusinessObjects OpenDocument function from the Reports menu of our three ERP applications (AIS, MIDS and NSTAR), with a focus on proper protection of Personally Identifiable Information (PII) in accordance with DoD requirements.
3. The contractor shall review and assess existing report, universe, and object architecture, to include determining whether the current use of single common user account with BusinessObjects OpenDocument function for public documents is allowable under our new BusinessObjects licensing paradigm (USNA was under CPU-based licensing when the interface was first developed).
4. The contractor shall create a project plan of action and milestones (POA&M) for all Phase II tasks including, but not limited to:
 - a. Installation and configuration of BI Suite 4.x components and the migration of the XI 3.1 components to the new BI Suite 4.x servers.
 - b. Training classes outlined in section 4.2.3.
 - c. Assessment of the current Universe and reporting environment and recommendations on best practices and use of the tools in USNA’s reporting portfolio (Web Intelligence, Crystal Reports for Enterprise, and Design Studio).
5. The contractor shall provide a written report on evaluation/assessment findings and recommendations.

4.2 Phase II: Installation, Configuration, Migration, Recommendations, and Training

4.2.1 Installation, Configuration, and Migration

1. The contractor shall install and configure the latest version of BI Suite 4.x (specifically BI Platform, Web Intelligence, Crystal Reports for Enterprise, and Design Studio) to two servers (Dev and Prod).
2. The contractor shall migrate databases, universes, users, public documents, inbox documents, personal documents (and other necessary components) to the new environment (to two servers), from the existing BO XI 3.1 environment. USNA plans to continue to use the Universe Design tool/.UNV universes for the near future.
3. The contractor shall install auditing features and reports, probe reports, and monitoring.
4. The contractor shall modify or replace the current Enterprise Resource Planning (ERP) system usage of BusinessObjects OpenDocument function for access to all public documents via a single user account.
5. The contractor shall transfer knowledge verbally and in written form of all procedures utilized in the above steps to the government.

4.2.2 Recommendations on Universe/Report Development Best Practices

1. The contractor shall assess the current universe design, public documents and personal documents environment and make recommendations for implementation of Crystal Reports for Enterprise, Information Design Tool, and the .UNX universes, and to provide recommendations for universe design (to include best practices for managing contexts), proper controls and access restrictions.
2. The contractor shall recommend an approach to properly protect PII (minimally: SSN, Name, date and place of birth, mother’s maiden name, etc.) per DoD requirements.

3. The contractor shall make recommendations on how to replace (or an alternative to) the current ERP reporting interface (public documents are accessed via BusinessObjects OpenDocument) and the impact on BusinessObjects licensing requirements.
4. The contractor shall recommend approaches to effectively use Design Studio to produce dashboards.
5. The contractor shall recommend best practices regarding administration utilities, to include 3rd party tools, (e.g., for reviewing and reporting on report usage as well as universe permissions/restrictions).
6. The contractor shall review and comment on the USNA training plan for SAP BusinessObjects courses to prepare the USNA support team to administer and use the installed BusinessObjects tools.

4.2.3 Onsite Training for Web Intelligence and Administration

The contractor shall provide a basic training for 3 team members on topics found in the following courses:

1. WNAW41 - Web Intelligence Delta 4.1
2. BOW310 – Web Intelligence Report Design I
3. BOE310 - Business Intelligence Platform: Administration and Security.
4. BOE320 - Business Intelligence Platform: Administering Servers (Windows).

5.0 Deliverables

5.1 Phase 1

1. Written POAM in a contractor/government agreed upon format for completion of Phase II.
2. Written report in a contractor/government agreed upon format on evaluation/assessment findings and recommendations.

5.2 Phase II

1. Fully functional BI Suite 4.x Production and Development Environments. Each environment should have:
 - a. An operational BI 4.x development environment for Crystal Reports for Enterprise, Web Intelligence, and Design Studio. This includes all necessary components for the BO Auditor reports to run.
 - b. An operational administration environment for both environments (Central Management Console, Central Management Server, and Central Configuration Manager), with a validation checklist for all components.
 - c. All public documents have been successfully migrated (approximately 275) from BusinessObjects XI 3.1 to BI Suite 4.x and are accessible from the ERP systems or via another means as agreed to by USNA.
 - d. All personal documents and inbox documents have been successfully migrated (approximately 1,300 total). There should also be a written process by which the remaining documents can be migrated.
 - e. Documented procedures from which an additional environment could reasonably be established by USNA after the end of the contract work.
2. Successful delivery of training topics specified in Section 4.2.3
3. Written recommendation on continuing education for the next 12 months for the USNA Business Objects team to efficiently and effectively operate its BI Suite.

4. Written knowledge transfer of all activities in a contractor/government agreed upon format, such that USNA could reasonably replicate the server installation and configuration work in this contract (e.g., setup of a new server and installation of BI Platform (server and web components)).
5. Written recommendations on best practices on areas outlined in Section 4.2.2.
6. Written weekly project status reports in a contractor/government agreed upon format with a working list of current risks and issues, due by start of business every Monday morning through project lifetime.

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6.0 Performance Standard

1. Timeliness. Contractor shall provide reports within specified time limits.
2. Accuracy. Products shall be factually accurate, complete, and in accordance with USNA standards and policies, as well as other standards and deliverables as mutually agreed to by both the Government and contractor.
3. Quality. Products shall be free of spelling and grammatical errors, formatted appropriately, and fully coordinated with stakeholders.
4. Compatibility. All products must be fully compatible with the format for Microsoft Word, Excel, PowerPoint, Access, MS Project and other application programs used to capture information. No product will be incompatible with the program's standard applications.
5. Contract performance shall start within sixty (60) days of contract award. The contractor shall identify the contractor personnel it intends to perform the work within thirty (30) days of contract award.

7.0 Monitoring Method

1. Upon receipt of a deliverable or product the government technical program manager (TPM) will review and assess each deliverable to ensure its timeliness, its accuracy, and completeness in accordance with deadlines and guidance given.
2. The TPM will spot check data for accuracy and provide feedback on findings and correction, if required.

8.0 Orientation Meeting

Prior to any work commencing, ITSD will host an orientation meeting which will be attended by the contractor and all relevant key personnel to discuss the expected work effort, goals, and timelines and to ensure contractor understanding of the performance work statement (PWS). The ITSD and the contractor shall collaborate on the planning of the overall project to include approach, methodology, and prior work performed relevant to this contract. The project initiation includes onboarding of support contractor personnel, review and update of project management plans and expected schedule for the effort.

9.0 Contractor Qualifications

The Contractor must be a certified SAP BusinessObjects Partner with a proven track record of success, specifically in migrating from BusinessObjects XI 3.1 to BI Suite 4.x. Additional desirable certifications include SAP BusinessObjects Solutions Provider Partner and/or Silver, Gold, or Platinum Partner.

The Contractor must provide SAP BusinessObjects certified technicians with at least five (5) years of demonstrated experience as subject matter expert in Administration, Universe Design, and Report Development. Desired certifications at a minimum are Business Intelligence Suite 4.x, Web Intelligence 4.x, and Crystal Reports 2013.

10.0 Period of Performance

The period of performance will be from 01-Aug-2016 and must successfully be completed NLT 31-Dec-2016. USNA staff will not be available from 17-21 Oct 2016.

11.0 Travel

All work will be conducted on site at the USNA. No additional travel is required for the work in this contract.

12.0 General Information and Provisions

The contractor personnel will work a maximum of 40 hours per week unless exceptions are approved in advance by the TPM. The contractor personnel normal working hours will follow a Monday through Friday, 8 hours per day schedule (excluding meals, breaks and Federal Holidays) which includes the core hours of 0900 through 1500. Services will be invoiced in accordance with contract requirements.

12.1 Government Furnished Equipment (GFE)

As necessary, contractor personnel shall have access to desk space and standard USNA telephone, computer, software, printer, and photocopy resources necessary to perform administrative tasks under this PWS. No government-provided equipment shall be removed from USNA.

All computer equipment and peripheral devices provided for contractor personnel remain the property of the government and are subject to monitoring and regulations regarding appropriate use of government equipment. The contractor personnel shall be provided building access cards and/or keys, which shall be returned to the TPM upon completion of this project. All government furnished equipment to be issued is considered to be incidental to the place of performance.

12.2 Government Furnished Information (GFI)

The Government TPM will provide the contractor with and/or arrange for the delivery to the contractor all relevant government information needed for project performance. After award of contract, the TPM and contractor will engage in a kick-off meeting to resolve any questions or concerns and to establish deliverable deadlines. A schedule for regular, recurring meetings between the TPM, and contractor will be arranged by mutual agreement.

13.0 Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – “DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12)” dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives.

APPLICABILITY

This clause applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DoN or DoD computer/ network/ system to perform certain unclassified sensitive duties. This clause also applies to contractor employees who access Privacy Act and Protected Health Information, provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Position, as advised by the command security manager. It is the responsibility of the responsible security officer of the command/facility where the work is performed to ensure compliance.

Each contractor employee providing services at a Navy Command under this contract is required to obtain a Department of Defense Common Access Card (DoD CAC). Additionally, depending on the level of computer/network access, the contract employee will require a successful investigation as detailed below.

ACCESS TO FEDERAL FACILITIES

Per HSPD-12 and implementing guidance, all contractor employees working at a federally controlled base, facility or activity under this clause will require a DoD CAC. When access to a base, facility or activity is required contractor employees shall in-process with the Navy Command's Security Manager upon arrival to the Navy Command and shall out-process prior to their departure at the completion of the individual's performance under the contract.

ACCESS TO DOD IT SYSTEMS

In accordance with SECNAV M-5510.30, contractor employees who require access to DoN or DoD networks are categorized as IT-I, IT-II, or IT-III. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions which require access to information protected under the Privacy Act, to include Protected Health Information (PHI). All contractor employees under this contract who require access to Privacy Act protected information are therefore categorized no lower than IT-II. IT Levels are determined by the requiring activity's Command Information Assurance Manager. Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) which is a higher level investigation than the National Agency Check with Law and Credit (NACLC) described below. Due to the privileged system access, a SSBI suitable for High Risk public trusts positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance Technical Level 1, and must be trained and certified on the Operating System or Computing Environment they are required to maintain.

Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Navy Command's Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The decision to authorize access to a government IT system/network is inherently governmental. The contractor supervisor is not authorized to sign the SAAR-N; therefore, the government employee with knowledge of the system/network access required or the COR shall sign the SAAR-N as the "supervisor".

The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

INTERIM ACCESS

The Navy Command's Security Manager may authorize issuance of a DoD CAC and interim access to a DoN or DoD unclassified computer/network upon a favorable review of the investigative questionnaire and advance favorable fingerprint results. When the results of the investigation are received and a favorable determination is not made, the contractor employee working on the contract under interim access will be denied access to the computer network and this denial will not relieve the contractor of his/her responsibility to perform.

DENIAL OR TERMINATION OF ACCESS

The potential consequences of any requirement under this clause including denial or termination of physical or system access in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have unclassified access to a federally controlled facility, federally-controlled information system/network and/or to government information, meaning information not authorized for public release.

CONTRACTOR'S SECURITY REPRESENTATIVE

The contractor shall designate an employee to serve as the Contractor's Security Representative. Within three work days after contract award, the contractor shall provide to the requiring activity's Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor's Security Representative. The Contractor's Security Representative shall be the primary point of contact on any security matter. The Contractor's Security Representative shall not be replaced or removed without prior notice to the Contracting Officer and Command Security Manager.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO NATIONAL SECURITY POSITIONS OR PERFORMING SENSITIVE DUTIES

Navy security policy requires that all positions be given a sensitivity value based on level of risk factors to ensure appropriate protective measures are applied. Navy recognizes contractor employees under this contract as Non-Critical Sensitive [ADP/IT-II] when the contract scope of work require physical access to a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform unclassified sensitive duties. This designation is also applied to contractor employees who access Privacy Act and Protected Health Information (PHI), provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Positions. At a minimum, each contractor employee must be a US citizen and have a favorably completed NACLC to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The NACLC consists of a standard NAC and a FBI fingerprint check plus law enforcement checks and credit check. Each contractor employee filling a non-critical sensitive or IT-II position is required to complete:

SF-86 Questionnaire for National Security Positions (or equivalent OPM investigative product)

Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)

Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. Background investigations shall be reinitiated as required to ensure

investigations remain current (not older than 10 years) throughout the contract performance period. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

Regardless of their duties or IT access requirements ALL contractor employees shall in-process with the Navy Command's Security Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Employees requiring IT access shall also check-in and check-out with the Navy Command's Information Assurance Manager. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

The contractor shall ensure that each contract employee requiring access to IT systems or networks complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. Contractor employees shall accurately complete the required investigative forms prior to submission to the Navy Command Security Manager. The Navy Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Navy may render the contractor employee ineligible for the assignment. An unfavorable determination made by the Navy is final (subject to SF-86 appeal procedures) and such a determination does not relieve the contractor from meeting any contractual obligation under the contract. The Navy Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DON Central Adjudication Facility (CAF) for a determination.

If the contractor employee already possesses a current favorably adjudicated investigation, the contractor shall submit a Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS) or a hard copy VAR directly from the contractor's Security Representative. Although the contractor will take JPAS "Owning" role over the contractor employee, the Navy Command will take JPAS "Servicing" role over the contractor employee during the hiring process and for the duration of assignment under that contract. The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO OR PERFORMING NON-SENSITIVE DUTIES

Contractor employee whose work is unclassified and non-sensitive (e.g., performing certain duties such as lawn maintenance, vendor services, etc ...) and who require physical access to publicly accessible areas to perform those duties shall meet the following minimum requirements:

Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the United States (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and
Must have a favorably completed National Agency Check with Written Inquiries (NACI) including a FBI fingerprint check prior to installation access.

To be considered for a favorable trustworthiness determination, the Contractor's Security Representative must submit for all employees each of the following:

SF-85 Questionnaire for Non-Sensitive Positions

Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)

Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed National Agency Check with Written Inquiries (NACI) or ensure successful FBI fingerprint results have been gained and investigation has been processed with OPM

Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

* Consult with your Command Security Manager and Information Assurance Manager for local policy when IT-III (non-sensitive) access is required for non-US citizens outside the United States.

14.0 QUALITY ASSURANCE SURVEILLANCE PLAN

Purpose: To ensure that the Government has an effective and systematic method of surveillance for the services in the PWS. The QASP will be used primarily as a tool to verify that the contractor is performing all services required by the PWS in a timely, accurate and complete fashion.

1. Critical performance processes and requirements. Critical to the performance of the Exploration Division in support of USNA is the timely, accurate and thorough completion of all contract requirements.
2. Performance Standards.
 - a. Schedule - The due dates for deliverables and the actual accomplishment of the schedule will be assessed against original due dates and milestones established for the contract.
 - b. Deliverables – The deliverables required to be submitted will be assessed against the specifications for the deliverables detailed in the contract/task order(s) and the Quality Control Plan (QCP), if required by the contract, for the required content, quality, timeliness, compatibility and accuracy.
 - c. Past Performance - In addition to any schedule, deliverables, and cost aspects of performance discussed above, pursuant to FAR 42.15, the Government will assess the contractor's record of conforming to contract requirements and to standards of good workmanship, the contractor's adherence to contract schedules including the administrative aspects of performance, the contractor's history of reasonable and cooperative behavior and commitment to customer satisfaction, and the contractor's business-like concern for the interest of the customer.
3. Surveillance methods: The primary methods of surveillance used to monitor performance of this contract will include, but not be limited to, random or planned sampling, periodic inspection, and validated customer complaints.
4. Performance Measurement: Performance will be measured in accordance with the following table:

Performance Element	Performance Requirement	Surveillance Method	Frequency	Acceptable Quality Level
Contractor Quality Control Plan	QC activities, inspections, and	Inspection by the COR Quarterly	As Required for corrective	100% Compliance with

	corrective actions completed as required by the plan.	for overall QC activities.	actions.	the contractor plan.
Contract Deliverables	Contract deliverables furnished as prescribed in the PWS, attachments, CDRLs, Task Orders, etc., as applicable.	Inspection by the COR	100% inspection of all contract deliverables.	>95% of deliverables submitted timely and without rework required.
Overall Contract Performance	Overall contract performance of sufficient quality to earn a Satisfactory (or higher) rating in the COR's annual report on Contractor Performance	Assessment by the COR	As Required	All performance elements rated Satisfactory (or higher)
Invoicing	Invoices per contract procedures are timely and accurate.	Review & acceptance of the invoice	As Required	100% accuracy

If performance is within acceptable levels, it will be considered to be satisfactory. If not, overall performance may be considered unsatisfactory.

Incentives/Disincentives:

The COR's makes an annual report on Contractor Performance (CPARS or other annual report). The contractor's failure to achieve satisfactory performance under the contract/task order, reflected in the COR's annual report, may result in termination of the contract/task order and may also result in the loss of future Government contracts/task orders. The contractor's failure to achieve satisfactory performance under the contract may result in the non-exercise of available options.

For each item that does not meet acceptable levels, the Government may issue a Contract Discrepancy Report (CDR). CDRs will be forwarded to the Contracting Officer with a copy sent to the contractor. The contractor must reply in writing within five days of receipt identifying how future occurrences of the problem will be prevented. Based upon the contractor's past performance and plan to solve the problem, the Contracting Officer will determine if any further action will be taken.

15.0 Government Contacts

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16.0 eCMRA – Contractor Manpower Reporting Application

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this order for CNRMA via a secure data collection site. The contractor is required to completely fill in all required data fields using the following address: <https://doncmra.nmci.navy.mil>.

Reporting inputs will be for labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncrma.nmci.navy.mil>.

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(End of Summary of Changes)